Annex XVIII

REVISED 2009, APPROVED 2010 AND PROPOSED 2011 BUDGETS OF THE FUND SECRETARIAT

			Approved 2009	Approved 2010	Approved 2011
10	PERSONNEL COMPONENT				
1100	Project Personnel (Title & Grade)				
	01	Chief Officer (D2)	208,873	219,316	230,282
	02	Deputy Chief Officer (D1)	206,131	216,438	227,260
	03	Programme Officer (P3)	136,615	143,446	150,618
	04	Senior Project Management Officer (P5)	186,273	195,587	205,366
	05	Senior Project Management Officer (P5)	186,273	195,587	205,366
	06	Senior Project Management Officer (P5)	186,273	195,587	205,366
	07	Senior Project Management Officer (P5)	186,273	195,587	205,366
	08	Information Management Officer (P3)	164,706	172,941	181,588
	09	Senior Admin & Fund Management Officer (P5)*	167,126	175,483	184,257
	10	Senior Monitoring and Evaluation Officer (P5)**	186,273	195,587	205,366
	11	Programme Officer (P3)	136,615	143,446	150,618
	12	Associate IT Officer (P2)	82,654	86,787	91,127
	13	Associate HR Officer (P2)	-	-	-
	14	Programme Officer (P3)	136,615	143,446	150,618
1199		**Sub-Total**	**2,170,703**	**2,279,238**	**2,393,200**
1200	Consultants				
	01	Technical and project review	100,000		
1299		**Sub-Total**	**100,000**	**-**	**-**
1300	Administrative Support Personnel				
	01	Admin Assistant (G8)	78,516	82,442	86,564
	02	Meeting Services Assistant (G7)	74,294	78,008	81,909
	03	Programme Assistant (G8)	78,516	82,442	86,564
	04	Senior Secretary (G6)	58,160	61,068	64,122
	05	Senior Secretary (G6)	58,160	61,068	64,122
	06	Computer Operations Assistant (G8)	78,516	82,442	86,564
	07	Secretary (G6)	61,469	64,543	67,770
	08	Secretary/Clerk, Administration (G7)	65,941	69,238	72,700
	09	Registry Clerk (G5)	50,241	52,753	55,391
	10	Database Assistant (G8)	78,516	82,442	86,564
	11	Secretary, Monitoring & Evaluation (G6)	58,160	61,068	64,122
	12	IMIS Assistant (G8)	-	-	-
	13	Secretary (G6)	58,160	61,068	64,122
	14	Secretary (G6)	58,160	61,068	64,122
		Sub-Total	**856,811**	**899,651**	**944,634**
1320		Conference Servicing Cost			
1333		Meeting Services: ExCom (3)	780,000		
1335		Temporary assistance	65,000		
		Sub-Total	**845,000**		
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,701,811**	**899,651**	**944,634**

* Difference in cost between P4 and P5 is to be charged to BL 2101

**The Secretariat may not expend more than 50% of the 2009 budgeted amount on temporary senior monitoring and evaluation officer services.

			Revised	Approved	Proposed
1600	Travel on official business		2009	2010	2010
	01	Mission Costs	208,000		
	02	Network Meetings (4)	20,000		
1699		**Sub-Total**	**228,000**	**-**	**-**
1999		**COMPONENT TOTAL**	**4,200,514**	**3,178,890**	**3,337,834**
20	CONTRACTUAL COMPONENT				
2100	Sub-contracts				
	01	Treasury services	500,000		
2999		**COMPONENT TOTAL**	**500,000**	**-**	**-**
30	MEETING PARTICIPATION COMPONENT				
3300	Travel & DSA for Art 5 delegates to ExCom Meetings				
	01	Travel of Chairperson and Vice-Chairperson	15,000		
	02	Executive Committee (3)	225,000		
3999		**COMPONENT TOTAL**	**240,000**	**-**	**-**
40	EQUIPMENT COMPONENT				
4100	Expendables				
	01	Office Stationery	19,500		
	02	Computer expendable (Software, accessories, hubs, switches, memory)	11,700		
4199		**Sub-Total**	**31,200**	**-**	**-**
4200	Non-Expendable Equipment				
	01	Computers, printers	13,000		
	02	Other expendable equipment (Shelves, Furnitures)	6,500		
4299		**Sub-Total**	**19,500**	**-**	**-**
4300	Premises				
	01	Rental of office premises***	550,000		
		Sub-Total	**550,000**		
4999		**COMPONENT TOTAL**	**600,700**	**-**	**-**

*** Based on 2007 actual differentials, the rental costs will be offset by $521,020

			Revised	Approved	proposed
			2009	2010	2011
50	MISCELLANEOUS COMPONENT				
5100	Operation and Maintenance of Equipment				
	01	Computers and printers, etc.(toners, colour printer)	9,000		
	02	Maintenance of office premises	9,000		
	03	Rental of photocopiers (office)	19,500		
	04	Telecommunication equipment rental	9,000		
	05	Network maintenance (2 server rooms)	16,250		
5199		**Sub-Total**	**62,750**	**-**	**-**
5200	Reporting Costs				
	01	Executive Committee meetings and reports to MOP	20,000		
5299		**Sub-Total**	**20,000**	**-**	**-**
5300	Sundries				
	01	Communications	65,000		
	02	Freight Charges	15,000		
	03	Bank Charges	5,000		
	04	Staff Training	20,137		
5399		**Sub-Total**	**105,137**	**-**	**-**
5400	Hospitality & Entertainment				
	01	Hospitality costs	13,000		
5499		**Sub-Total**	**13,000**	**-**	**-**
5999		**COMPONENT TOTAL**	**200,887**	**-**	**-**
GRAND TOTAL			5,742,101	3,178,890	3,337,834
		Programme Support Costs (13%)	393,577	413,256	433,918
COST TO MULTILATERAL FUND			**6,135,678**	**3,592,146**	**3,771,753**
	Previous budget schedule		**3,421,091**	**3,592,146**	**-**
	Increase/decrease		**2,714,587**	**0**	**3,771,753**